



DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5370

REPLY TO
ATTENTION OF:

ATZH-TB

01 December 2006

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Policy Letter 5: Safety

REFERENCES

- A. AR 385-10, Army Safety Program
- B. AR 385-1, Small Unit Safety Officer/NCO Guide
- C. Public Folder/Safety/Risk Management

1. The key to a safe training and working environment is active leadership at all levels. Leaders will use the Risk Management Process (RMP) to plan and execute tasks/training. RMP provides a logical and systematic means of organizing information for rational decision-making as well as to identify and control risks. RMP requires individuals, supervisors, and leaders to support and implement the basic safety and risk management principles on a continuing basis. RMP offers a powerful tool for eliminating accidents and increasing overall team effectiveness. This process is uniquely accessible to and usable by everyone in every conceivable setting or scenario. It ensures that all Army personnel will use sound judgment during critical decisions that determine success or failure in all our missions and activities.

a. Risk Management is a process that must be used at all levels of command to reduce mission risk levels to the lowest acceptable level and eliminate unnecessary risks. Risk Management will be done IAW AR 385-10, Army Safety Program. Accident statistics show that mission-stopper accidents occur when victims are ignorant of hazards and countermeasures or when directed countermeasures are ignored. **The greatest effort will be in hazard identification and countermeasure enforcement.** Complete mission analysis will be conducted in the early planning stages for every mission, operation, or tasking.

b. Make a running risk assessment so that risk decisions are made at the proper level. The risk decision must be elevated to the appropriate level when conditions change. Leaders will assist Commanders through the presentation of control measures being used to reduce or eliminate risks prior to the conduct of training/mission.

c. Once the residual risks have been determined through the application of control measures, the risk decision must be presented at the proper level of command for the final risk decision on mission execution. The Company Commander (for soldierization issues/concerns)

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and the Course Chief (for school issues/concerns) will approve appropriate Low Risk missions. The Battalion Commander will approve Moderate Risk missions. The Brigade Commander will approve all range risk assessments, regardless of the risk level. The CG, USASC&FG will approve High Risk missions (submitted through the BDE CDR). The CDR, TRADOC will approve Extremely High Risk missions. In all cases, the Fort Gordon approved Risk Assessment worksheet will be used to identify the risk. (Encl 1, 2)

2. Vehicle accidents are the principal killer of Army personnel. It is essential that we prevent these accidents from occurring. Training and education are our greatest preventive measures. Motor vehicle safety awareness will include awareness of the following four areas: speed, alcohol, seat belt use, and fatigue. Commanders will conduct vehicle safety checks prior to the start of each three or four day weekend. (Encl 3) leadership will ensure that their soldiers' drivers' licenses, auto insurance, and vehicles are in compliance with State and Local requirements, expiration dates, and good Preventive Maintenance Checks and Services (PMCS). Supervisors will review sleep/destination information to determine if the vehicle operator can manage the trip indicated in a safe manner.

3. The Commander is the Unit Safety Officer. He/she is responsible for ensuring safe working and living environments for his/her unit's Soldiers, employees, and family members. Commanders will ensure their Soldiers adhere to Brigade safety policies.

4. Commanders will give basic safety training guidance and will provide supervision on a continuing basis. Command safety training programs will include the following:

- a. Safety briefing during initial Soldier in-brief.
- b. Special safety briefings such as pre-holiday, leave/pass, recreational, or seasonal weather training as needed. All soldiers taking leave/pass will receive a safety briefing utilizing FG Form 6866 (Safety Statement) by their commander, 1SG, or supervisor.
- c. Vehicle safety training.
- d. First aid and common skills training.

5. To ensure all employees are safety conscious on the job, commanders/supervisors will provide office safety training/briefings annually and within 30 days of arrival for newly assigned personnel.

6. Supervisors will implement a walk-through office safety inspection program to check for possible safety hazards in their area of operation on a daily basis.

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7. All 15th Regimental Signal Brigade Soldiers will wear appropriate safety items while operating motorcycles IAW AR 385-10 (e.g. helmet, reflective gear, pants, and closed toe shoes).
8. Commanders and supervisors at all levels will ensure that all personnel operating power lawn equipment adhere to the following safety precautions:
 - a. Area will be inspected before mowing or trimming and all stones, wire, or other debris removed.
 - b. Operators will wear proper hearing and eye protection devices.
 - c. Operators will wear closed-toe footwear (i.e. boots, athletic shoes, etc.) when operating power lawn equipment. To improve footing on slopes and in damp weather, operators should wear spiked or cleat shoes, when available.
 - d. Operators will use only approved safety-refueling containers. Do not refuel lawn equipment during operation. Allow equipment to cool after operation before attempting to refuel.
SMOKING IS STRICTLY PROHIBITED WHILE OPERATING OR REFUELING LAWN EQUIPMENT.
 - e. Operator will conduct regular preventive maintenance inspections and ensure authorized personnel accomplish repairs.
 - f. Care should be exercised to ensure lawn maintenance activities are avoided during the hottest parts of the day to preclude heat injuries. Lawn maintenance personnel must be supplied with adequate drinking water at all times during their detail.
 - g. Soldiers operating power equipment will be briefed by the NCOIC prior to operation.
 - h. NCOs are responsible to ensure proper hydration procedures are followed.
9. Soldiers transported on 44-passenger buses used by 15th Regimental Signal Brigade will not exceed the recommended seating capacity. During movement, Soldiers will not stand or sit in the aisles at any time. Additional safety precautions will be taken during transportation of Soldiers with equipment to prevent unnecessary injury to Soldiers in the event of an accident.
10. Hot and Cold Weather Procedures are in Policy Letter 15, Hot/Cold Weather Injury Prevention and TRADOC Regulation 350-29, Prevention of Heat and Cold Injuries.

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11. Each individual has the responsibility to correct unsafe actions of fellow soldiers, employees, and family members.
12. All personnel are expected to comply with this policy. Violation of this policy memorandum by any 15th Regimental Signal Brigade Soldier may result in disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action.



FRANK G. PENHA
COL, SC
Commanding

Encls

1. Mission risk Assessment Worksheet
2. Risk Assessment Matrix
3. Vehicle Safety Inspection Checklist Pledge

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